



North Carolina
Agricultural and Technical
State University

Steps for Viewing Your Financial Aid Award on Aggie Access

- Visit www.ncat.edu
- Select **Current Students**
- Scroll down to Academics
- Click on **Aggie Access/Aggie Alert**
- Select **Enter Secure Area**
- Input your **Banner Identification Number**
- Input your **Pin Number** (1st time users enter your birthday date (6 digits – ex. 01012001 – you will be prompted to change the pin number)
- Select **Financial Aid**
- Click **Award**
- Click **Award for Aid Year**
- Select **Aid Year**
- Click **Award Overview**
- (Scroll to the bottom of the page To view your award)

Steps for Accepting Your Financial Aid Award

- Visit www.ncat.edu
 - Select **Current Students**
 - Scroll down to Academics
 - Click on **Aggie Access/Aggie Alert**
 - Select **Enter Secure Area**
 - Input your **Banner Identification Number**
 - Input your **Pin Number** (1st time users enter your birthday date (6 digits – ex. 01012001 – you will be prompted to change the pin number)
 - Select **Financial Aid**
 - Select **Award**
 - Select **Award for Aid Year**
 - Select **Aid Year**
 - Select **Submit**
 - Select **Accept Award Offer**
- If you want to **Accept your Total Award:**
- Select the “Accept Award Offer” tab
 - Select Full Amount of All Awards
 - Select Submit Decision
- If you want to **Accept a Partial Award:**
- Key in the specified amount under “Accept Partial Amount”
 - Select Submit Decision
- If you want to **Decline your Award:**
- Select the “Decline” tab
 - **Select Submit Decision**
- When “Accepting Your Loans:
- Accept the Subsidized Loan before the Unsubsidized Loan
 - Once you have “Accepted” or “Declined” your award it cannot be reversed
 - You must make a request in writing to the Student Financial Aid Office in order to reverse any mistakes that have been made on your account

Steps for Viewing Missing Documents on Your Aggie Access Account

- **Visit** www.ncat.edu
- Select **Current Students**
- Scroll down to Academics
- Click on **Aggie Access/Aggie Alert**
- Select **Enter Secure Area**
- Input your **Banner Identification Number**
- Input your **Pin Number** (1st time users enter your birthday date (6 digits – ex. 01012001 – you will be prompted to change the pin number)
- Select **Financial Aid**
- Select **Financial Aid Status**

Steps for Viewing Holds on Your Aggie Access Account

(If you happen to have a Hold on your account please resolve the matter immediately)

- Visit www.ncat.edu
- Select **Current Students**
- Scroll down to Academics
- Click on **Aggie Access/Aggie Alert**
- Select **Enter Secure Area**
- Input your **Banner Identification Number**
- Input your **Pin Number** (1st time users enter your birthday date (6 digits – ex. 01012001 – you will be prompted to change the pin number)
- Select **Financial Aid**
- Select **Eligibility**
- Select **Hold**

Steps for Viewing Messages on Your Aggie Access Account

- Visit www.ncat.edu
- Select **Current Students**
- Scroll down to Academics
- Click on **Aggie Access/Aggie Alert**
- Select **Enter Secure Area**
- Input your **Banner Identification Number**
- Input your **Pin Number** (1st time users enter your birthday date (6 digits – ex. 01012001 – you will be prompted to change the pin number)
- Select **Financial Aid**
- Select **Eligibility**
- Select **Student Requirements**

Steps for Purchasing a Book Allowance from Your Account

- Visit www.ncat.edu
- Select **Current Students**
- Scroll down to Academics
- Click on **Aggie Access/Aggie Alert**
- Select **Enter Secure Area**
- Input your **Banner Identification Number**
- Input your **Pin Number** (1st time users enter your birthday date (6 digits – ex. 01012001 – you will be prompted to change the pin number)
- Select **Student**
- Select **Student Account**
- Select **Book Allowance/Parking Voucher**
- Select **Request Book Allowance**

(When you come to the next page your account should display the amount of credit available to make the purchase. If you do not have a credit balance it will be indicated on this page)

Scroll to the **Bottom of this Page**

Select **“Yes” to Purchase a Book Allowance**

- Follow the directions on this page in order to make a purchase
- The Maximum amount you can purchase for a Book Allowance is \$800.00 (The Minimum is \$5.00)
- Once you have purchased a Book Allowance it cannot be reversed
- Read the Confirmation Statement Carefully before Accepting your Purchase
- Your purchase will show immediately on your account but will take at least one hour for it to appear on your AggieOne Card

Steps for Purchasing a Parking Permit from Your Account

- Visit www.ncat.edu
- Select **Current Students**
- Scroll down to Academics
- Click on **Aggie Access/Aggie Alert**
- Select **Enter Secure Area**
- Input your **Banner Identification Number**
- Input your **Pin Number** (1st time users enter your birthday date (6 digits – ex. 01012001 – you will be prompted to change the pin number)
- Select **Student**
- Select **Student Account**
- Select **Book Allowance/Parking Voucher**
- Select **Parking Permit**

(When you come to the next page your account should display the amount of credit available to make the purchase. If you do not have a credit balance it will be indicated on this page)

Scroll to the **Bottom of this Page**

Select **“Yes” to Purchase a Parking Permit**

- Follow the directions on this page in order to make a purchase
- Only one Parking Permit can be purchased per student
- Read the Confirmation Statement Carefully before Accepting your Purchase
- Your purchase will show immediately on your account